



# REPORTING OF MISSING, LOST, STOLEN OR RECOVERED GOVERNMENT PROPERTY

**GSOC 0205**

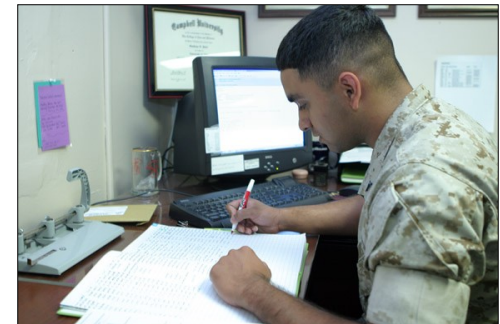


# Reporting of Missing, Lost, Stolen or Recovered Government Property

GROUND SUPPLY OFFICERS COURSE

## OVERVIEW

- General information
- Preparation
- Submission
- Distribution
- Retention





## GENERAL INFORMATION

- Loss of government property
- Inadequate accountability
- Negligence
- Theft

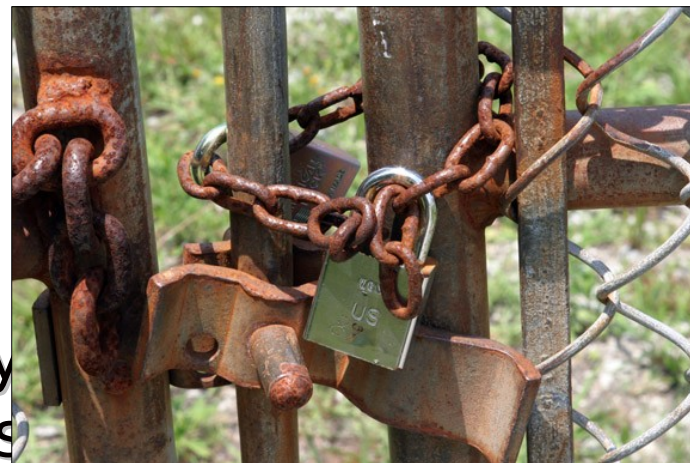


Reference MCO P4340.1\_ page 1



## PURPOSE

- Track loss
- Identify trends and security enhancements (determines a unit's security program)
- Does not waive requirements for gain/loss vouchering







## DEFINITIONS

- MCO P4340.1\_ enclosure (2) pages 1 & 2



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## PREPARATION

### FORMAT

- MCO 4340.1\_, enclosure (3), page 1 contains the format for preparing an MLSR report.

UNITED STATES MARINE CORPS  
Marine Corps Combat Service Support Schools  
Training Command  
PSC BOX 20041  
Camp Lejeune, North Carolina 28542-0041

4400  
SUPPLY

From: \_\_\_\_\_  
To: Commanding Officer, Marine Corps Combat Service Support Schools  
Via: (1) OIC \_\_\_\_\_  
(2) Commanding Officer, \_\_\_\_\_  
(3) Supply Officer \_\_\_\_\_

Subj: REPORT OF MISSING OR DAMAGED GOVERNMENT PROPERTY

Ref: (1) MCO 4400.150E  
(2) UM 4400-124

1. In accordance with references (a) and (b), the following is hereby reported:

| NSN   | TAMCN | NOMEN | QTY   | STATUS | U/P   |
|-------|-------|-------|-------|--------|-------|
| _____ | _____ | _____ | _____ | _____  | _____ |
| _____ | _____ | _____ | _____ | _____  | _____ |
| _____ | _____ | _____ | _____ | _____  | _____ |

2. Statement of individual (Attach additional sheets if required)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. I understand that I may not be allowed to reimburse the government for loss of government property listed herein. Reimbursement will be considered an act of my own free will for personal reasons and will not imply an admission of responsibility, fault or negligence for any purpose. However, voluntary reimbursement will not exempt me from any disciplinary actions under the UCMJ if conditions warrant. I (do/do not) wish to voluntarily reimburse the government for the loss of property.

Signature of Marine \_\_\_\_\_



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## FORMAT FOR MLSR REPORT

MCO P4340.1  
ENCLOSURE 3 PAGE 1

UNCLASSIFIED

01 020101Z APR 04 RR UUUU  
ADMIN  
FM: CG MCCDC QUANTICO VA//  
TO: CMC WASHINGTON DC//POS-10/LPP-2//  
NAVSURFWARCENDIV CRANE IN//3046//  
INFO: MARCORSYSCOM WASHINGTON DC//AM-PLP//  
UNCLAS//N05500//  
MSGID/GENADMIN/LPP-2//  
RMKS/1. MLSR SENSITIVE ITEM REPORT (RCS MC 4340-1)  
(MIN: CONSIDERED)  
ACC.  
  
RUC.  
  
RPT.  
  
AAA.  
  
BBB.  
  
CCC.  
  
DDD.  
  
EEE.  
  
FFF.  
  
GGG.



## REPORTABLE ITEMS

- Arms, Ammo, and Explosives
- MCGERR's equipment
- Precious metals > \$100.00
- Control Cryptographic items (Ex: A8089, KG194A Trunk Encryption Device)
- Navy funded aviation in the hands of Marine Corps units







## REQUIREMENTS

- Report all MLSR incidents
- C.O. will initiate all investigation
- Report all recovered property regardless of it being previously reported as missing or lost





## TYPES OF REPORTS

- INITIAL Report- (required)
- FINAL Report- (required)
- SUPPLEMENTAL Report- (optional)
- INITIAL/FINAL Report- (special circumstances)



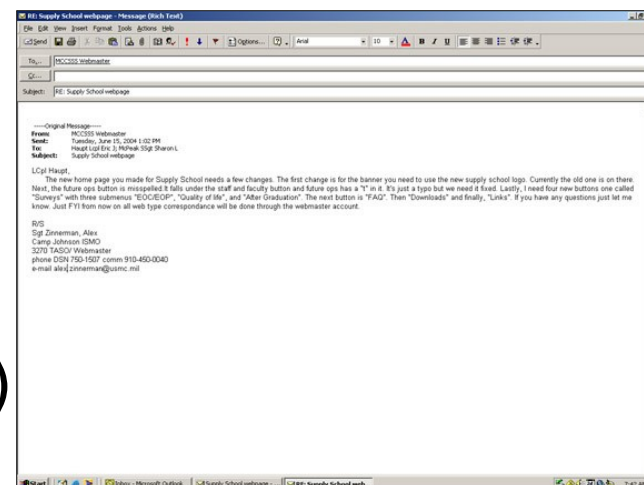


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## SUBMISSION

- Submit via Naval Message
- Submit MLSR within 48 hours
- Submit to CMC (POS-10/LPP-2)
- Late reports require justification



Reference MCO P4340.1\_ enclosure (3)  
page 1



## DISTRIBUTION

- Chain of command
- MARCORSYSCOM (AM-IMS)
- NSWC, Crane, Indiana
- Military police agency
- Law enforcement agencies
- NCIS resident agency







## RETENTION

- Maintain MLSR file for 2yrs when not related to an investigation
- 5yrs when related to an investigation



Reference MCLCAT Clarification notice 3-0



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## PRACTICAL APPLICATION



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